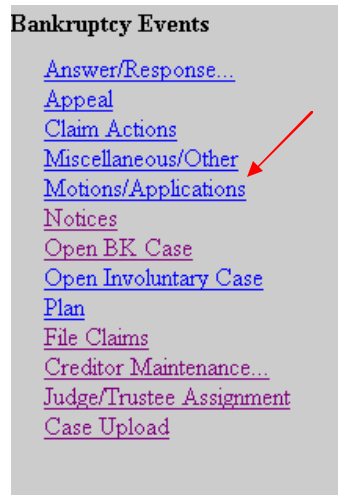


## Motion for Relief from Stay

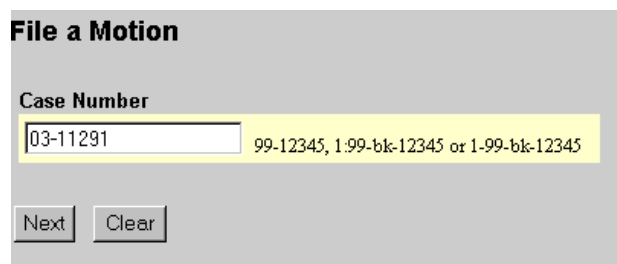
1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



2. Under Bankruptcy Events locate and click on **Motions/Applications**.

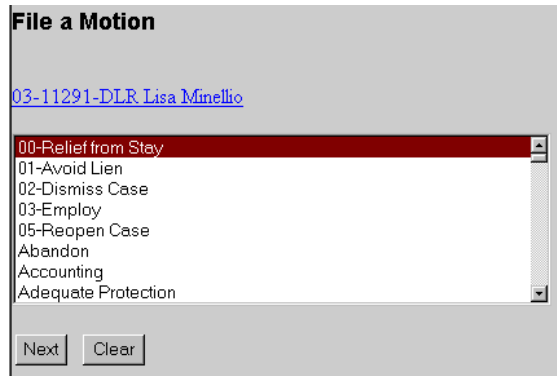


3. Enter case number.

A screenshot of the 'File a Motion' form. The form has a title 'File a Motion' and a section 'Case Number'. Below this section is a text input field containing '03-11291'. To the right of the input field is a hint text: '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

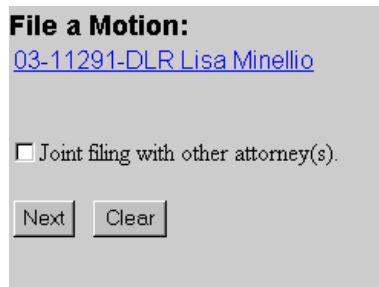
4. Click on the **Next** button.

5. Click on **00-Relief from Stay**. If you have other requests in this motion, hold down the [ctrl] key while clicking on Abandon, Dismiss Case or Convert Case.



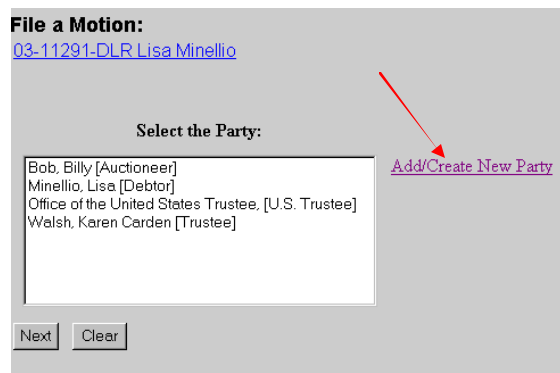
The screenshot shows a window titled "File a Motion" with a blue hyperlink "03-11291-DLR Lisa Minellio" at the top. Below the link is a list box containing the following items: "00-Relief from Stay" (highlighted in red), "01-Avoid Lien", "02-Dismiss Case", "03-Emplay", "05-Reopen Case", "Abandon", "Accounting", and "Adequate Protection". At the bottom of the window are two buttons: "Next" and "Clear".

6. Click on the **Next** button.
7. If this is being filed jointly with another attorney, click on the checkbox and proceed to add that attorney to the filing. If not, click on **Next**.



The screenshot shows a window titled "File a Motion:" with a blue hyperlink "03-11291-DLR Lisa Minellio". Below the link is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the window are two buttons: "Next" and "Clear".

8. Select the appropriate party(s) in the "Select the Party" box. If you need to add a creditor, click on **Add/Create New Party**.



The screenshot shows a window titled "File a Motion:" with a blue hyperlink "03-11291-DLR Lisa Minellio". Below the link is a section titled "Select the Party:" containing a list box with the following items: "Bob, Billy [Auctioneer]", "Minellio, Lisa [Debtor]", "Office of the United States Trustee, [U.S. Trustee]", and "Walsh, Karen Carden [Trustee]". To the right of the list box is a purple hyperlink "Add/Create New Party" with a red arrow pointing to it. At the bottom of the window are two buttons: "Next" and "Clear".

**Search for a party**

SSN  Tax Id

Last/Business name

9. Type in the first few letters of the creditor name and click **Search**.
10. Select the party and click on **Select name from list** or create a new party by selecting the **Create new party** button.

**Search for a party**

SSN  Tax Id

Last/Business name

**Party search results**

Ford Credit LC,

Ford Motor Credit,

Ford Motor Credit Company,

Ford Motor Credit d/b/a Primus Auto,

11. The Party information screen will appear. Complete the party information screen and select **Submit**. Make sure the Role Type is **Creditor**.

**Party Information**

Ford Motor Credit SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

12. The creditor should be highlighted, click on the **Next** button.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Select the Party:

Ford Motor Credit, [Creditor]	<a href="#">Add/Create New Party</a>
Bob, Billy [Auctioneer]	
Minellio, Lisa [Debtor]	
Office of the United States Trustee, [U.S. Trustee]	
Welsh, Karen Carden [Trustee]	

13. The attorney/party association screen may appear. Click on the box to establish an association between the attorney and creditor then click on the **Next** button.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Ford Motor Credit, (cr:cr) represented by Redmon, Andrea (aty)

14. Selecting the PDF document by clicking on the **Browse** button.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

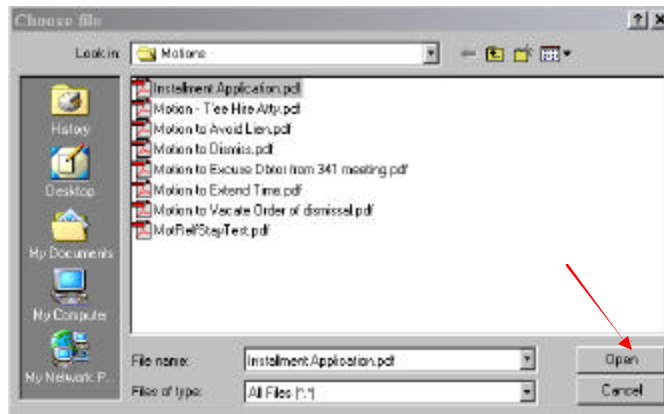
**Filename**

**Attachments to Document:** ☒ No ☐ Yes

15. Browse to the appropriate drive and folder.
16. Locate the appropriate document and right click.
17. Left click on **Open**.
18. View the document to ensure this is the proper pleading.
19. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



20. Left click on the **Open** button in the Browse dialog box.  
If needed, minimize Adobe Acrobat to see the Browse dialog.



21. Select "No" or "Yes" on the **Attachments to Document** radio button – default is "No".

**Open Adversary Case**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

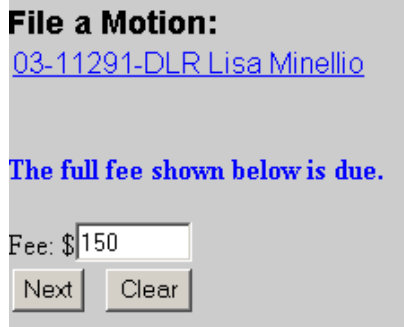
**Filename**

F:\Intracourt\CMECF\Test Pleadings\A [Browse...]

**Attachments to Document:** ☒ No ☐ Yes

[Next] [Clear]

22. Click on the **Next** button.
23. Filing fee amount defaults to \$150.00.



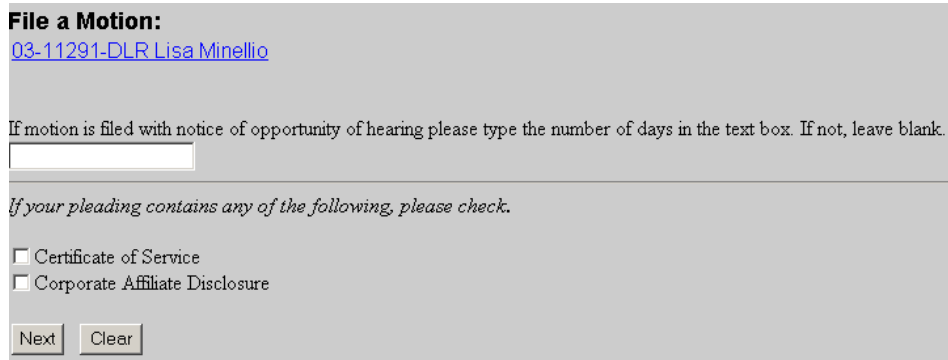
**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

The full fee shown below is due.

Fee: \$150

Next Clear

24. Click on the **Next** button.
25. Enter in the Notice of Opportunity deadline and the Certificate of Service and/or Corporate Affiliate Disclosure information (if applicable).



**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

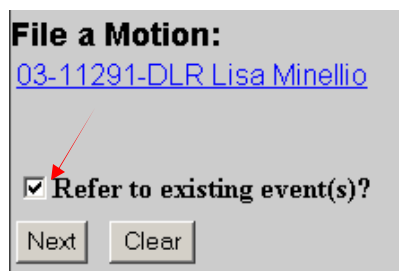
If motion is filed with notice of opportunity of hearing please type the number of days in the text box. If not, leave blank.

*If your pleading contains any of the following, please check.*

☐ Certificate of Service  
☐ Corporate Affiliate Disclosure

Next Clear

26. Click on the **Next** button.
27. Click on the **Next** button to skip this screen and go to Number 33. If this event is an Amended Motion, click on the box to place a checkmark there so this motion will refer to an existing event(s).



**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

☒ Refer to existing event(s)?

Next Clear

28. Click on the **Next** button.
29. **A.** Highlight all events by clicking on the first item, holding down your mouse and move cursor to the last item **OR** click on the first item, hold down your Shift button on the keyboard and click the last item. This will list all events in the case. **B.** If you know the category to which your event relates, highlight just that category.

**A. File a Motion:**

[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

min  
misc  
motion  
notice  
oldnibs  
order  
plan  
tclerk  
trustee  
utility

Next Clear

**B. File a Motion:**

[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

judr711  
memodef  
min  
misc  
motion  
notice  
oldnibs  
order  
plan  
tclerk

Next Clear

30. Click on the **Next** button.
31. Click on the box beside the appropriate event(s) to which your event relates.

☐ 10/29/2003 [6](#) Motion for Relief from Stay Fee Amount \$75, and Certificate of Service Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Ford Motor Credit. (Redmon, Andrea)

☒ 03/17/2004 [11](#) Motion for Relief from Stay. Fee Amount \$150, Certificate of Service. Filed by John W. Klenda on behalf of Ford Motor Credit. Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. (Klenda, John)

Next Clear

32. Click on the **Next** button.
33. The Docket Text screen will display. Modify as Appropriate.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Docket Text: Modify as Appropriate.

Motion for Relief from Stay  Fee Amount \$75, and Certificate of Service Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Ford Motor Credit . (Redmon, Andrea)

34. Click on the **Next** button.
35. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.
  - a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.

**File a Motion:**  
[03-11291-DLR Lisa Minellio](#)

Docket Text: Final Text

Motion for Relief from Stay Fee Amount \$75, and Certificate of Service Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Ford Motor Credit. (Redmon, Andrea)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

36. Click on the **Next** button.
37. A payment screen will appear asking if you would like to pay for this transaction now or later. All users must pay daily for any pleading received that requires a fee.



Electronic Payment - Microsoft Internet Explorer			
07:33:57	( 200.00)		
2003-10-28 13:59:12	Voluntary Petition (Chapter 7)(03-11292) [misc,volp7]	\$ 200.00	
	( 200.00)		
2003-10-28 15:24:11	Complaint(03-01380) [cmp,cmp]	\$ 150.00	
2003-10-29 13:13:05	Chapter 7 Voluntary Petition - case upload(03-11298) [caseupld,1027u]	\$ 200.00	
	( 200.00)		
2003-10-29 17:30:33	Motion for Relief From Stay(03-11291-DLR) [motion,mrlfsty]	\$ 75.00	
	( 75.00)		
		<b>Total:</b>	
		<b>\$4060.00</b>	
<input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/>			

38. Receipt of Filing Screen is displayed.

**File a Motion:**  
[03-11291-DLR/Lisa Mneilo](#)

U.S. Bankruptcy Court [TRAIN]  
Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Redmon, Andrea entered on 10/29/2003 at 5:30 PM CST and filed on 10/29/2003

Case Name: Lisa Mneilo  
Case Number: [03-11291-DLR](#)  
Document Number: [6](#)

**Docket Text:**  
Motion for Relief from Stay Fee Amount \$75, and Certificate of Service Notice of Opportunity for Hearing: Written Response or Objection due by 11/20/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Ford Motor Credit. (Redmon, Andrea)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** F:\trialcourt\CMECP\Text\Hearings\Case Upload\Ch 13 Plan.pdf  
**Electronic document Stamp:**  
[STAMP: hkerfStamp\_ID=1052166465 [Date=10/29/2003] [FileNumber=16825-0]  
[9dbd3ac36f58053b8596af53e6a5c06228048312a5d3e373aa5102c:dcf48886668ad  
b441ec218e6b0051b0398a56607152267c8287370dc7a5cae96816949fe6]]